



Lime Tree Primary Academy

BRIGHT FUTURES EDUCATIONAL TRUST

Tree Tots – Food and Drink Policy

Date	Review Date	Coordinator	Nominated Governor
Feb 2023	Feb 2026	Frances Johnson	Cllr Joanne Bennett

Introduction

We are all committed to ensuring safety of children in our care, considering children's educational and physical needs, this includes food and drink. Providing safe and nutritious food is essential to promote healthy eating, energy and wellbeing.

Aims and Objectives

- Food is stored correctly to prevent risk of contamination/ spoilage and pathogens
- Food is prepared safely
- Food and drink is of good quality
- Children have the opportunity to engage in cooking activities safely
- Children and staff maintain a high personal hygiene
- Food preparation areas/ storage areas are kept to a high standard of hygiene and safety
- Children have access to clean water
- Children's individual food and drink needs are considered, considering allergies and food restrictions.
- Children are provided with one snack time per session.
- Food/ drink provided is nutritious
- Staff involved in the preparation of food are trained in food hygiene

Dietary Needs and Food Restrictions

As part of our induction process we will consult with families about individual needs and collect information about food and drink allergies, in addition to food restrictions such as vegetarianism/ veganism.

This information will be displayed in our kitchen area and snack area on a laminated record of 'Dietary information', clearly visible for all staff and visitors.

Measures will be taken to prevent cross contamination of foods which children are allergic too through disinfection of surfaces and utensils, washing hands to prevent cross contamination. In cases of extreme allergies certain foods will not be allowed into Tree Tots.

Nutrition

Each day Pre-School children will be provided with a healthy snack consisting of:

- A variety of fruit
- A drink of milk or water
- A savory snack e.g. cracker or toast

We are a healthy school, and work within 'Healthy School' guidelines/ policy, children will not be given chocolate or unhealthy snacks and we promote a 'Healthy eating' lifestyle through home/ school visits and children's learning/ EYFS curriculum. Children learn about healthy foods during snack and other activities

Storage

Staff will ensure all food is stored correctly. Staff are responsible for collecting milk from the kitchen and will place immediately into the refrigerator unit. There is a thermometer in the fridge to ensure the correct temperature of 5 degrees Celsius is maintained.

Food and drink will be stored in a refrigerator unit in the kitchen within Tree Tots at the correct temperature of 5 degrees Celsius. Fruit will be stored in a fruit bowl or at the bottom of the unit the deal drawer unit and milk on the shelf above. All milk will remain unopened until the just before consumption. Staff will begin preparing food as soon as they have taken it from the refrigerator unit. The storage area will be cleared at the end of the week, all foods removed and fridge cleaned with an antibacterial wipe.

Food and Drink Preparation Considering HACCP

Measures put in place to minimize the identified hazards associated with food preparation throughout the process are as follows.

Before preparation staff will ensure:

- They are ready to prepare food, good standard of hygiene (see below)
- Surfaces are free from debris, have been wiped with a warm cloth.
- Surfaces have been disinfected and chemicals have been washed away
- Utensils and boards are cleaned to a high standard

During preparation

- Dropped food is placed into a secure bin/ hands washed before continuing to prepare remaining food
- Food is prepared quickly and safely
- Adults wash their hands before returning to prepare food if they need to attend to an urgent child need.
- Injury whilst preparing food is seen by a first aider, appropriately covered

After snack time

- Uneaten food/ drink that is prepared is disposed of in a secure bin
- Food which was left over not opened/ cut is returned promptly to the refrigerator unit in its correct place. Milk/water however is disposed of.
- The area where snack is eaten/ prepared is wiped (to remove debris), disinfected thoroughly and chemical trace of disinfection is removed to prevent chemical contamination.
- Food/ spillages are cleared from the floor and mopped away to prevent hazards through consumption/ slips and falls.
- Bins are emptied at the end of the day to prevent smell, bacteria forming and attracting pests

Personal Hygiene

Staff will:

- Ensure they have thoroughly washed their hands, following NHS hand washing guidance
- Follow guidance in accordance with food preparation and hygiene training.
- Ensure sleeves are rolled up, no contact with food and clothing.
- Nails are kept short and clean
- Hair is tied back or short
- Cuts on hands are covered with by a plaster (not skin coloured)

Children will:

- Use warm clean water and soap to wash hands and a disposable paper towel to dry themselves before eating and after each toilet visit/ playing outside and handling scribbling materials, messy malleable materials or paint.
- Cuts on hands will be covered with a plaster.

Snack Time

As part of our daily routine in Tree Tots, children will have a 'Free flow' snack time. Snack will take place on a table to seat seven, of child height where children can come and sit and have snack with friends and one member of staff when there is an available chair. This time will be used to encourage children to share and socialise, enjoy food and spend time together to bond with peers and staff.

Lunch Time

During lunch time the children will be encouraged to eat as group sat at the table. They are given the option of bringing in their own packed lunch or having a meal prepared from the kitchen. All meals prepared in the kitchen will be probed by the kitchen staff as well as clearly labeled with the children's names and dietary requirements. The food is then covered and sent down with a Tree Tots staff member to the classroom.

Cooking Activities

During cooking activities staff will ensure:

- Staff and children have washed hands thoroughly with soap and warm water, drying with a disposable paper towel.
- Utensils are clean
- Surfaces disinfected, clear and chemical agents used to clean are removed
- Ingredients are stored in air tight containers prior to opening and sealed after use
- Ingredients are stored in the correct place – fridge/ freezer/ dry cupboard
- Children are supervised when cooking at all times
- Hands are washed again after contact with germs (eg. Children touch mouths)
- Spills are cleared straight away and wiped with an antibacterial cloth
- Risk assessments will be completed

Food Spoilage

Food will be checked for spoilage before consumption by:

- Checking use by date
- Senses – smell/ touch/ sight

If found to be unsuitable it will be disposed of immediately

Absence Relating to Sickness and Infection

Parents are asked to not bring their child to preschool within 48 hours of experiencing vomiting/diarrhea. This is to prevent the risk of infection amongst adults and children. If a child becomes ill during school hours we will inform parents and carers to collect their child as soon as possible. The area will be disinfected and sanitised correctly, keeping children away from the area until clear of possible infection. Parents and carers are then asked to keep their child at home until 48 hours after their last illness, when the symptoms have cleared.

Parents

Parents and carers are informed of our Pre-Schools policy to promote healthy eating choices, and made aware of cooking activities through:

- Lime Tree Primary Academy website
- Verbal communication
- Part of induction (home visit)

Ofsted

Any outbreaks of food poisoning will be reported within 14 working days to Ofsted. A full investigation will take with regards to the potential cause of illness and measures to ensure future prevention will be taken immediately.

Role of the Governing Body

The Governing Body has:

- responsibility for the effective implementation, monitoring and evaluation of this policy

Role of the Head of Academy

The Head of Academy will:

- ensure that the nominated member of staff is suitably trained, has sufficient time to undertake their role and an adequate budget to purchase any equipment required;
- monitor and evaluate this policy

Monitoring the implementation and Effectiveness of the Policy

The practical application of this policy will be reviewed every 36 months or when the need arises by the coordinator, the Head of School and the nominated governor.

A statement of the policy's effectiveness and the necessary recommendations for the improvement will be presented to the Governing Body for further discussion and endorsement.

Head of School:	Clare Larkin	Date:	23 rd February 2023
Chair of Body:	Dan Jagger	Date:	23 rd February 2023

